

**TOWNSHIP OF WILMOT**  
**2025 In-Year Operating Request Form**  
**Records and Information Management Co-ordinator**

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**Department:** Corporate Services

**Request Name:** Records and Information Management Co-ordinator

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**Description:**

To hire a full-time Records and Information Management Co-ordinator.

**Justification:**

A Records and Information Management (RIM) Co-ordinator would ensure efficient and compliant management of the corporation's records and information assets. This role is crucial for compliance with legal requirements (e.g., MFIPPA), protecting citizens' rights, and improving efficiency through proper information organization and access.

**Compliance with Regulations and Legislation-** Municipalities are subject to various regulations, including the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), which necessitates proper handling of records and information. A Records and Information Management Co-ordinator ensures compliance with these laws and related regulations, minimizing legal risks.

**Efficient Information Access-** The RIM Co-ordinator can streamline information access for staff, council members, and the public, leading to improved decision-making and service delivery. This includes creating and maintaining a robust records management system, making information easily retrievable.

**Privacy protection-** The proper management of information protects the rights of citizens, especially in relation to privacy and access to information. The RIM Co-ordinator plays a key role in ensuring that privacy impact assessments are conducted and that appropriate measures are taken to protect sensitive data.

**Cost savings-** Efficient records management can lead to significant cost savings by reducing storage costs, minimizing time spent searching for information, and improving compliance with regulations.

**Strategic Alignment-** The RIM Co-ordinator can work with different departments to ensure that records and information management aligns with the municipality's strategic objectives, promoting a data-driven approach to decision-making.

**Modernization and Digitization-** The RIM Co-ordinator can lead efforts to modernize and digitize records, improving accessibility and reducing reliance on physical files.

**Training and Communication-** The RIM Co-ordinator can provide training and communication to staff on records management best practices, ensuring that everyone

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understands their responsibilities within the Corporate Records and Information Management Program.

**Risk Management-** Proper records management helps mitigate risks related to information security, legal liabilities, and reputational damage.

**Risk of not proceeding:**

The risk of not proceeding is the inability to carry out the Corporate Records and Information Program, data migration and records modernization project. Failing to continue to invest in the success of this program area could lead to significant risks to the corporation including operational inefficiencies, compliance issues, security breaches, data loss, and unauthorized access.

**Options Considered:**

Options considered include continuing the current approach to records and information management off the corner of desks. As the data migration and records modernization project starts this summer, the working hours and attention needed are significantly more than anticipated and is not feasible to continue in this manner. Another option considered was to pause the data migration and records modernization project until adequate staff time and resources are available, staff do not believe that is in the best interests of the corporation. Staff also considered waiting for the 2026 Budget cycle, this would be costly in delays and progress, 2026 being an election year it is also a busy time for Legislative Services so onboarding an employee and getting them caught up to speed on the project would be a challenge.

**Financial Considerations:**

2025 Corporate Services Compensation Adjustment	\$10,000
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